

VI Year-End Closing - YEC and YEO Processes

The automated year-end close (YEC) and year-end open (YEO) processes are the last system managed year-end processes in the annual cycle. This chapter describes the automated CALSTARS process for closing the old year and opening the new year and the actions required by departments. YEC and YEO processes are performed in two steps and are discussed separately.

Departments should not begin YEC until all of the year-end financial reports have been completed and have been verified as correct. Prior year management and accounting/budget office reports must also have been requested, received and verified as valid. **After YEC is complete, prior year reports may no longer be requested.**

REVERTED APPROPRIATIONS

Before executing YEC, departments must verify that no current year activity has been posted to reverted appropriation accounts (i.e., prior-prior year, etc). Determine the reverted appropriation accounts by reviewing a current Appropriation Symbol Table listing. Review the current month (FM=**CM**) B03, Control Report of Appropriation Status, and the B04, Detail Report of Appropriation Status, to verify that no activity has been recorded. If postings have occurred, corrections must be *posted* before beginning the automated YEC process.

CONTINUING APPROPRIATIONS

Before executing YEC, departments must review the D18 (PY) Report to verify that the department intends to have all encumbrances for continuing appropriations shown on the report rolled to the new FFY. All encumbrances for continuing appropriations (AS Reversion Indicator **2** or **9**) will automatically roll to the new FFY during the YEC process. When encumbrances roll forward to the new FFY, new FFY tables are used to create the encumbrance documents. If the department does not want encumbrances for a specific appropriation to automatically roll to the new FFY, the Reversion Indicator in the Appropriation Symbol Table must be changed to **0** prior to running the YEC process. The D18 Report lists all encumbrances for continuing appropriations that will be rolled to the new FFY during the YEC process. Refer to an example of the D18 Report in Exhibit VI-1.

EXHIBIT VI-1

CSTARD18 9990 (DEST: AA SPEC) PY, ,0,0,0,1, / / / /
PRIOR FISCAL YEAR: 2002 0(ORG)***** 1(FUND) FUND(ALL)*****

***** RUN:08/22/03 TIME:06.00

DEPARTMENT OF AIR QUALITY
ENCUMBRANCES OF CONTINUING APPROPRIATIONS
AS OF 06/30/03

***** PAGE 1

FUND:	0100	AIR QUALITY FUND
ENACTMENT YR:	91	
REFERENCE:	602	
SCO TYPE:	D	DISBURSEMENTS (EXPENDITURES)
ACCT TYPE:	00	SCHEDULED ITEM
PROG/CAT:		
GENERAL LEDGER:	6150	ENCUMBRANCES

DOC NO /SFX FFY PG EL CMP TSK C OB DTL AO									ORIGINAL DOCUMENT		ADJUSTMENTS		LIQUIDATIONS		PAYMENTS		BALANCE	
FUND REF A/S REV IND FS MD INDX PCA									PROJECT	SUBSIDRY	DOC DATE	CR DATE	LST PROC	VENDOR NO/SFX	VENDOR NAME			
UBG6-039 11 02 11 50 010 200 6-61-702									16,526.00			0.00		14,873.40-	14,873.40-	1,652.60		
0100 602 610 9 O 2 1000 75100											02-11-04	02-11-04	20,115.00-	20,115.00-	2,235.00			
UBG6-040 63 02 11 50 010 200 6-61-702									22,350.00			0.00		04 LASSENCO00-05	LASSEN COUNTY			
0100 602 610 9 O 2 1000 75100											02-11-04	02-11-04	0000002560-02	CITY OF PLEASANTON				
UBG60038 74 02 11 50 010 200 6-61-702									5,300.00			0.00		4,770.00-	4,770.00-	530.00		
0100 602 610 9 O 2 1000 75100											02-11-04	02-11-04	0000003717-00	CITY OF EMERYVILLE				
UBG60038 76 02 11 50 010 200 6-61-702									9,975.00			0.00		8,977.50-	8,977.50-	997.50		
0100 602 610 9 O 2 1000 75100											02-11-04	02-11-04	0000002534-00	CITY OF BENECIA				
UBG60038 81 02 11 50 010 200 6-61-702									1,269,911.00			0.00		1,142,919.90-	1,142,919.90-	126,991.10		
0100 602 610 9 O 2 1000 75100											02-11-04	02-11-04	0000000107-00	CITY OF LOS ANGELES				
UBG60038 84 02 11 50 010 200 6-61-702									22,836.00			0.00		22,836.00-	20,552.40-	0.00		
0100 602 610 9 O 2 1000 75100											02-11-04	03-08-06	0000001077-00	CITY OF CHINO				
UBG60038 88 02 11 50 010 200 6-61-702									28,440.00			0.00		25,596.00-	25,596.00-	2,844.00		
0100 602 610 9 O 2 1000 75100											02-11-04	02-11-04	0000003185-01	CITY OF SANTEE				
UBG60038 90 02 11 50 010 200 6-61-702									19,952.00			0.00		17,956.80-	17,956.80-	1,995.20		
0100 602 610 9 O 2 1000 75100											02-11-04	02-11-04	0000000256-01	CITY OF TORRANCE				
UBG60038 91 02 11 50 010 200 6-61-702									50,680.00			0.00		45,612.00-	45,612.00-	5,068.00		
0100 602 610 9 O 2 1000 75100											02-11-04	02-11-04	0000003307-01	CITY OF SIMI VALLEY				
UBG60038 92 02 11 50 010 200 6-61-702									37,853.00			0.00		34,067.70-	34,067.70-	3,785.30		
0100 602 610 9 O 2 1000 75100											02-11-04	02-11-04	0000003307-01	CITY OF SIMI VALLEY				
UBG60038 95 02 11 50 010 200 6-61-702									68,372.00			0.00		61,534.80-	61,534.80-	6,837.20		

SET ORF, UNCLEARED COLLECTIONS, AND ALLOTMENT FILE PROCESSING INDICATORS

Depending on department preferences, the following OC and AS Table system processing indicators may need to be changed before running the YEC process:

ORF FFY - The ORF FFY Indicator in the *new year* OC Table record is set as follows:

- N** - Do not increment the FFY/EY to the new FFY/EY on Office Revolving Fund documents (Fund 0998) during the automated YEC process. (A **blank** value is the same as **N**.)
- C** - Increment the FFY/EY to the new FFY/EY on Office Revolving Fund documents (Fund 0998) during the automated YEC process.

NOTE: If the Document Number/Suffix already exists in the new FFY, the old FFY document is not rolled to the new FFY.

UNCLEAR COLL FFY - The Uncleared Collections FFY Indicator in the *new year* OC Table record is set as follows:

- N** - Do not increment the FFY/EY to the new FFY/EY on Uncleared Collections documents (GL 3730) during the automated YEC process. (A **blank** value is the same as **N**.)
- C** - Increment the FFY/EY to the new FFY/EY on Uncleared Collections documents (GL 3730) during the automated YEC process.

NOTE: If the Document Number/Suffix already exists in the new FFY, the old FFY document is not rolled to the new FFY.

ALLOTMENT FILE PROCESSING - If allotments are used, the Allotment File Process Indicator in the AS Table must be set before executing YEC. This value should be the same for all AS Table records within a FFY. Departments should also review open prior year AS records to insure this indicator is set properly. The values are:

- 1** - Carry forward allotment amounts equal to encumbrances remaining at year end.
- 5** - Carry forward allotment amounts equal to the unexpended amounts remaining at year end.
- 9** - Post inception-to-date and roll the allotment, encumbrance, expenditure and balance amounts forward.

A fourth Allotment File option is to discontinue carrying allotment balances forward into new years and discontinue posting information to prior year allotments. To use this option:

- ✧ Change the AS Table(s) - set the Allotment File Process Indicator to **blank** and the Allotment Object Level Indicator to **0**.
- ✧ Change the IC Table(s) - set the Allotment Organization Level Indicator to **0**.
- ✧ Change the PA Table(s) - set the Allotment Program Level Indicator to **0**.
- ✧ If the fund has a Fund Detail, set the Allotment Fund Level Indicator in the D23 Table to **0**.

WARNING 1: The allotment posting indicators in the four tables listed above should not be set until just before the department initiates YEC (Run YEC Indicator = **C**). These indicators in the new FFY tables should be set **before** recording any transaction in the new year.

WARNING 2: If a department uses the procedures outlined above before all year-end adjusting entries are posted, 'Document File No Match' problems may occur when posting transactions that affect the "Adjustments" column of the Document File reports. Transactions that affect the "Liquidations" column of the Document File reports are not affected.

APPROVAL TO PROCEED WITH YEC

No department may begin the automated YEC process without clearance from the CALSTARS Hotline analyst. Before calling the CALSTARS Hotline, complete Part I of the Year-end Closing Checklist (Exhibit VI-2). Departments may make a copy of Exhibit VI-2 for this purpose or may print a copy from our web site at: www.dof.ca.gov/html/calstars/caldocs/optools/yeccloselist.doc. All items on the Checklist must be marked "Yes" or "N/A". Correct any items marked "No" before requesting approval to begin the automated YEC process. The Hotline analyst will review the Checklist with the department and approve the request to proceed, as appropriate. Part II of the Year-end Closing Checklist should be used to complete the year-end process. See Exhibit VI-3 for a summary of the year-end process and the Year-end Run Indicator values.

WARNING: Do not set the Run YEC Indicator to **C** until all of the year-end financial reports are completed and all of the CALSTARS year-end financial reports have been produced, validated and filed. After the Run YEC Indicator is set to **C**, year-end reports may no longer be requested through the Report Request Screen

EXHIBIT VI-2
YEAR-END CLOSING CHECKLIST

Agency Name _____ Organization Code _____

Part I

Check the appropriate column. Your agency must correct all "NO" answers before YEC will be initiated. Discuss these items with the HOTLINE or the CALSTARS Analyst assigned to your agency, if needed.

Yes No N/A G01 Trial Balance

- | | | | |
|---|---|---|---|
| — | — | — | 1. Cost Allocation Clearing (GL 6297) is zero in all funds. |
| — | — | — | 2. System Clearing (GL 9998) is zero in all funds. |
| — | — | — | 3. Payroll Clearing (GL 6201) is zero in all funds. |
| — | — | — | 4. Claims-in-Process (GL 3021) is zero in all funds. |

B04 Appropriation Status

- | | | | |
|---|---|---|---|
| — | — | — | 5. The Clearing Account contains NO Reimbursement or Revenue postings. True? |
| — | — | — | 6. The Net Cost Allocation and SCO PFA Posted amounts are equal and show opposite signs for reverting appropriations. |
| — | — | — | 7. The Reserves, Accrued, and Cash (unremitted and in-transit) fields are zero for reverting appropriations. |
| — | — | — | 8. All fields are zero on "CM" fiscal period reports for reverting appropriations. (Any balances stop the closing process.) |

Document File Reports

- | | | | |
|---|---|---|--|
| — | — | — | 9. All reverting appropriation Accounts Receivable were reclassified to Accounts Receivable—Other (GL 1319). |
| — | — | — | 10. All document report (D06) General Ledger Account balances agree with G01 Report General Ledger Account balances. |
| — | — | — | 11. The S01 Report Subsidiary File balances agree with Document File (D09 or D10) general ledger account balances. |

Appropriation Symbol Table

- | | | | |
|---|---|---|---|
| — | — | — | 12. Reversion indicators are set for all FFY's appropriately (0, 1, 2, or 9). |
| — | — | — | 13. The D18 Report (PY) was reviewed and the agency desires to have all encumbrances for continuing appropriations shown on the report rolled to the new FFY. (Reversion Indicator must be changed to 0 if agency desires to maintain encumbrances in prior FY) |

Budget Sequence Table

- | | | | |
|---|---|---|--|
| — | — | — | 14. Budget Sequence Number 001 is established for all continuing appropriation items (one for each separate item). |
|---|---|---|--|

EXHIBIT VI-2 (Continued)
YEAR-END CLOSING CHECKLIST

General Review

- | | |
|--|--|
| <div style="display: inline-block; width: 20px; height: 10px; background-color: black; margin-bottom: 5px;"></div> <div style="display: inline-block; width: 20px; height: 10px; background-color: black; margin-bottom: 5px;"></div> <div style="display: inline-block; width: 20px; height: 10px; background-color: black;"></div> | 15. The Error Suspense File was reviewed and no prior year (FM 13) entries exist. |
| <div style="display: inline-block; width: 20px; height: 10px; background-color: black; margin-bottom: 5px;"></div> <div style="display: inline-block; width: 20px; height: 10px; background-color: black; margin-bottom: 5px;"></div> <div style="display: inline-block; width: 20px; height: 10px; background-color: black;"></div> | 16. All Prior Year (FM13) reports were ordered and received. |
| <div style="display: inline-block; width: 20px; height: 10px; background-color: black; margin-bottom: 5px;"></div> <div style="display: inline-block; width: 20px; height: 10px; background-color: black; margin-bottom: 5px;"></div> <div style="display: inline-block; width: 20px; height: 10px; background-color: black;"></div> | 17. A Y01 Listing of Accruals to be Reversed in the New Year was ordered and received. |

Reviewed by: _____

Date: _____

Part II

After review of the preceeding checklist and correction of all "No" answers, perform the following steps to initiate and complete the YEC/YEO process.

- _____ Contact CALSTARS Hotline at (916) 327-0100 to set YEC.
- _____ Set Run YEC Indicator in OC Table to **C**.
- _____ Order PY G01 Report after YEC completed (OC YEC Indicator = **D**).
- _____ Review and verify all nominal accounts are closed.
- _____ Set Run YEC Indicator in OC Table to **E**.
- _____ **Note:** If Prior Month CA/FS has already run, set PM Open Indicator to **C**, **N** or **T**.
- _____ Order CM G01, Report Period Option **Y**.
- _____ Verify all beginning balances agree with ending balances on PY G01.
- _____ Verify all applicable accruals and adjusting entries have been reversed.

Retain this checklist on file.

EXHIBIT VI-3

SUMMARY OF YEAR-END PROCESS AND YEAR-END RUN INDICATOR VALUES		
OC TABLE RUN YEC INDICATOR	SYSTEM ACTION	REQUIRED DEPARTMENT ACTION
Blank	- - -	Set the RUN YEC indicator to C to execute Year-end Close. NOTE: Departments may run YEC on the same day or after Cost Allocation/Fund Split (CF/FS) is run.
C	System performs the close. Run YEC indicator set to D ; PRIOR MONTH OPEN and PRIOR YEAR OPEN indicators set to Y . Only nominal accounts are closed.	Review the Error File to insure that closing transactions were not rejected. All errors must be corrected before setting the next step. NOTE 1: Request a G01 (PY option) and review it to insure that the nominal accounts (GL 8000-series and 9000-series) are closed. This PY G01 is also used to verify opening balances on a CM G01 requested after running YEO.
D	System-supplied by the C process to indicate process complete.	Set the RUN YEC indicator to E to execute Year-end Open. NOTE 2: If Year-end adjusting entries are being reversed during YEO and the OC Table Prior Month Open Indicator is set to Y, determine whether CA/FS has already run. If CA/FS has been run, the Prior Month Open Indicator must be set to C , T or N . This will cause automated reversal transactions to post in the Current Month.
E	Generates the beginning balance (GL) transactions and sets the Run YEC indicator to X . The PRIOR YEAR OPEN indicator is set to N (closed). FM 13 adjusting entry batches are reversed if automated reversal was selected at input.	Review the Error File to insure that opening balance transactions (TCs 6nn) did not reject. Request a CM G01 Report to verify beginning balances. (See Note 1, above.) Any balance in GL 9998 - Start-of-System Clearing must be analyzed. Call the Hotline for assistance.
X	System-supplied	All Done!

AUTOMATED YEAR-END CLOSE PROCESS

The automated YEC process, which is initiated by setting the OC Table Run YEC indicator to **C**, closes nominal accounts into Fund Balance accounts and generates transactions for the nightly system update process, which updates the following six files in the new fiscal year:

Allotment File;
Appropriation File;
Document File;
Cash Control File;
Operating File; and
Subsidiary File.

If there is current year (FM 01, etc.) activity in an appropriation with a Reversion Indicator of **1**, no transactions will be generated. Instead, CFY010-1, Preliminary YEC Processing Report (Exhibit VI-4), is generated and will appear with the other daily transaction reports. If a CFY010-1 Report is produced, the department must:

- ✦ Change the associated AS Table record to show the appropriation is not reverted (i.e., use a later Reversion Date and a Reversion Indicator other than 1), if appropriate;

OR

- ✦ Reverse all of the current year (FM 01, etc.) financial activity for the reverted appropriation.

After the corrections are posted and verified, call the Hotline again. The CALSTARS Hotline Analyst must again review the checklist and then reset the YEC authorization.

The following section details the individual YEC programs that the system executes when the department sets the Run YEC Indicator to **C**.

After the YEC process is run, the Run YEC Indicator is automatically set to **D** by the system.

EXHIBIT VI-4

CFY010-1 *****
 08/21/03 (18.18) *****
 CALSTARS
 DEPARTMENT OF AIR QUALITY
 PRELIMINARY YEC PROCESSING
 REPORT
 ***** ORG NUMBER: 9990
 ***** ORG PAGE: 1
 ***** RUN PAGE: 1

YOUR AGENCY HAS SET THE OC-YEAR-END-RUN-IND TO "C", HOWEVER, YOUR AGENCY HAS NOT BEEN SELECTED FOR YEAR END PROCESSING
 BECAUSE CURRENT YEAR ACTIVITY WAS FOUND ON A REVERTING APPROPRIATION. THE REVERTING APPROPRIATION RECORD(S) CONTAINING
 CURRENT FISCAL YEAR ACTIVITY ARE LISTED BELOW. PLEASE CONTACT YOUR ANALYST OR THE HOTLINE.

APPROPRIATION FILE RECORD KEY FIELDS																		AS TABLE RECORD
ORG	SECTION	APPN-SYM	FFY	PROG	ELEM	COMP	TASK	REF	FUND	FD	CHAR	CAT	OBJ	OBJ-DTL	ENACT-YR	SOURCE	ACCT-TYPE	REV-IND
****	**	***	**	**	**	***	***	***	****	**	*	*	**	***	**	*****	**	*
9990	00	989	02	00	00	000	000	001	0001	00	1	0	00	000	02	570000	RR	1

Close Nominal Accounts to Fund Balance (Batch Type YT)

Nominal accounts are closed to the appropriate Fund Balance account by the CFY047 program. This program performs the following:

Generated Transactions

Several transactions are generated by CALSTARS to close the nominal accounts to the correct Fund Balance or Retained Earnings account in the General Ledger File based upon the Shared Fund Indicator and the GAAP Fund Type in the D22 Descriptor Table. Batch Type **YT** is assigned to each transaction. The system generated closing transactions are:

- TC 501 - YEC-To Close Debit Balance Account (to Fund Balance-Clearing Account)-General Ledger File-Shared Fund
- TC 502 - YEC-To Close Credit Balance Account (to Fund Balance-Clearing Account)-General Ledger File-Shared Fund
- TC 595 - YEC-To Close Debit Balance Account (to Fund Balance-Unappropriated)-General Ledger File-Non-shared Fund
- TC 596 - YEC-To Close Credit Balance Account (to Fund Balance-Unappropriated)-General Ledger File-Non-shared Fund
- TC 583 - YEC-To Close Debit Balance Account (to Retained Earnings)-General Ledger File-Non-shared Proprietary Fund (D22 Descriptor Table GAAP Indicator **E** or **I**)
- TC 584 - YEC-To Close Credit Balance Account (to Retained Earnings)-General Ledger File-Non-shared Proprietary Fund (D22 Descriptor Table GAAP Indicator **E** or **I**)

Other File Activity

All activity from this program results from the system generated transactions described above. If the program is unable to generate a transaction due to an invalid GL number, Fund or Transaction Year, a message is displayed on the CFY047-1 Report.

Report

The transactions generated by this program are shown on the CFY047-1, CALSTARS General Ledger Close Report (Exhibit VI-5). If the program is unable to generate a transaction, one of the following messages is issued:

IMPORTANT: This report should be reviewed to verify that no messages were issued. If you have one or more of the following messages, call the HOTLINE before proceeding with YEO process.

<u>Message</u>	<u>Meaning</u>
BAD GL-ACCT-NO	The record contained a GL that was <u>not</u> found in the D31 Descriptor Table. The record was <u>deleted</u> from the GL File.
BAD GL-FUND	The fund code for the GL Record in the General Ledger File was <u>not</u> found in the D22 Descriptor Table. The GL record was <u>saved</u> .
PRIOR YR REC PURGED	A record was found that is older than the transaction year being closed. The record was <u>deleted</u> from the GL File.

EXHIBIT VI-5

CFY047-1 *****
 CALSTARS DEPARTMENT OF AIR QUALTY *****
 08/21/03 (18.18) *****
 G E N E R A L L E D G E R C L O S E R E P O R T
 ORG NUMBER: 9990
 ORG PAGE: 1
 RUN PAGE: 1

 AGENCY ACTIVITY

SECTION	TRAN	YR	FUND	FD	GAAP	PROJECT	GL-TRAN	ACCT	NO	DR-CR	CURR	BAL	PY13	START-OF-YR	MESSAGE	
XX	XX	XXXX	XX	X	XXXXXX	XXX	XXXX	X	ZZ,ZZZ,ZZZ,ZZZ.99-	ZZ,ZZZ,ZZZ,ZZZ.99-	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	
TC	FFY	FM	INDEX	AS	FUND-FS-M-FD	OD	GL-ACCT	AO	PROJ-NO	WP	LOC	VENDOR	NO/SUF	TRANS	AMOUNT	REV
XXX	XX	XX	XXXX	XXX	XXXX	X X XX	XXX	XXXX	XX	XXXXXX	XX	XXXXXX	XXXXXXXXXX	XX	ZZ,ZZZ,ZZZ,ZZZ.99	X
501	02	13			0001			1140							4,700,000.00	
502	02	13			0001			9811							4,700,000.00	
501	02	13			0240			1140							926.64	
502	02	13			0240			8000							358,067.42	
501	02	13			0240			9000							286,745.77	
502	02	13			0240			9891							48.97	
596	02	13			0298			8000							13,824,858.16	
596	02	13			0298			8100							363,418.08	
595	02	13			0298			9000							16,189,946.56	
595	02	13			0298			9812							2,000,000.00	

Allotment File Carry Forward (Batch Type YV)

Allotment File records are carried forward to the new year by the CFY044 program. This program performs the following:

Generated Transactions

Transactions are generated to bring allotment balances forward into the new year. Batch Type **YV** is assigned to each transaction. This process uses the Allotment File Processing Indicator coding in a department's AS Table records to bring balances forward. Refer to *Set ORF, Uncleared Collections, and Allotment File Processing Indicators* section earlier in this chapter for a discussion of the indicators. The system generated transactions are:

NOTE: The manner in which these following transaction codes are posted is governed by the settings of the AS Table Allotment Object Level Indicator, the IC Table Allotment Organization Level Indicator, the PA Table Allotment Program Level Indicator and the D23 Allotment Fund Level Indicator. If all four of these indicators are set to **0**, the generated transactions will not be posted.

Without regard to the Allotment File Processing Indicator:

TC 711 - YEC-Load Advances-AL File Only (posts Advances-PY 13 back into the AL File). Advances are carried forward because they support a real account in the GL File.

Allotment File Processing Indicator for the FFY = **blank** or **1**:

NOTE: The Encumbrance amount is used to establish the allotment amount carried forward using TC 696 that is generated by the Document File Carry Forward program (CSY046).

Allotment File Processing Indicator for the FFY = **5**:

TC 656 - YEC-Load Net or Total Estimated Reimb-Allot File (posts the net of Estimated Reimbursements-PY 13 and Reimbursements Earned-PY 13 into the Estimated Reimbursements field of the AL File).

TC 696 - YEC-Load Allot Bal or Post Encumb-AL/GL File (brings forward the net allotment balance-PY 13, including Expenditures).

Allotment File Processing Indicator for the FFY = **9**:

TC 655 - YEC-Load Total Earned Reimb-AL File-No GL Support

TC 656 - YEC-Load Net or Total Estimated Reimb-Allot File (posts the total Estimated Reimbursements-PY 13 into the Estimated Reimbursements field of the AL File).

TC 657 - YEC-Load Incep to Date Exp-AL File-No GL Support (posts Cash Expenditures-PY 13 back into the AL File).

TC 696 - YEC-Load Allot Bal or Post Encumb-AL/GL File (brings forward the entire allotment balance-PY 13, including Expenditures).

Other File Activities

If the record is for a reverting appropriation and there is an amount present in the Advances field, that amount is rolled forward and all other financial fields are zeroed. Otherwise, the record is deleted and the message "Advance Zero Purged" is issued.

If the record is for a non-reverting appropriation, Advances are rolled forward (to the CM0, CM1 and CM2 buckets as appropriate based on the month YEC occurs).

If the Reversion Indicator equals **2** or **9**, the FFY is changed to the SM-CFY and the Method will be derived based on the current FFY PA Table. If the Method cannot be determined, the transaction will be built with a space, which will cause the transaction to post to the Error Suspense File, where it can be fixed through Error Correction.

Report

The transactions generated by this program are shown on the CSY044-1, Allotment File Carry Forward Report (Exhibit VI-6). In addition, the following messages may appear on the report:

<u>Message</u>	<u>Meaning</u>
ADVANCE ZERO PURGED	This message is issued when the Reversion Indicator = 1 and the Advances field = 0. Indicates the AL record was <u>deleted</u> from the AL File.
BAD APPN SYM-PURGED	The Appropriation Symbol of the AL record was not found in the AS Table. The AL record was <u>deleted</u> from the AL File.
CALL HOTLINE CM0 ERR	Current year activity was detected for a record set to revert. The allotment record was <u>deleted</u> from the AL File. Call the Hotline for help.
CM0 ERR-AL REV	Current year activity was detected for a record that was set to revert. The allotment record was <u>deleted</u> from the AL File. (This message appears on CSY044-3 Report only.)
CM0 & PY13 = 0 PURGED	The AL record was <u>deleted</u> from the AL File because there was no current or prior year activity. All AL record amount fields contained zeros.

EXHIBIT VI-6

CSY044-1 *****
 08/20/2003 (18:15) *****

DEPARTMENT OF AIR QUALITY
 CALSTARS
 ALLOTMENT FILE CARRY FORWARD

 REPORT

ORG NUMBER: 9990
 ORG PAGE: 1
 RUN PAGE: 2

AGENCY ACTIVITY

INDEX	PCA-NO	FFY	PROG	ELEM	COMP	TASK	REF	FUND	FS	METH	FDET	CHAR	CAT	OBJ	OBJDET	AO	SEC	SUBS	UNIT	SUNIT	SSUNIT	PURGED	REC	MESSAGE
XXXX	XXXXX	XX	XX	XX	XXX	XXX	XXX	XXXX	X	X	XX	X	X	XX	XXX	XX	XX	XX	XX	XX	XX	XXX,ZZZ,ZZZ,ZZ9.99-		
TC	FFY	FM	INDEX	AS	FND-FS-M-FD	OD	PCA-NO	AO	PROJ-NO	WP	LOC											TRANS	AMOUNT	REV
XXX	XX	XX	XXXX	XX	XXXX	X	X	XX	XXXXX	XX	XXXXXX	XX	XXXXXX									XXXXXXXXXXXXXXXXXX	X	
0000	00000	99	00	00	000	000	508	0703	B	2	01	1	0	00	000	00	00	00	00	00	00	CM0&PY13 = 0	PURGED	
0000	00000	01	00	00	000	000	501	0703	B	4	01	1	0	00	000	00	00	00	00	00	00	CM0&PY13 = 0	PURGED	
0000	00000	01	00	00	000	000	502	0703	B	4	01	1	0	00	000	00	00	00	00	00	00	CM0&PY13 = 0	PURGED	
0000	00000	01	00	00	000	000	596	0703	B	2	01	1	0	00	000	00	00	00	00	00	00	CM0&PY13 = 0	PURGED	
0000	00000	01	00	00	000	000	602	0703	B	4	01	1	0	00	000	00	00	00	00	00	00	CM0&PY13 = 0	PURGED	
0000	00000	01	00	00	000	000	602	0703	B	4	01	2	0	00	000	00	00	00	00	00	00	CM0&PY13 = 0	PURGED	
0000	00000	01	00	00	000	000	603	0703	B	2	01	2	0	00	000	00	00	00	00	00	00	CM0&PY13 = 0	PURGED	
0000	00000	01	00	00	000	000	603	0703	B	4	01	2	0	00	000	00	00	00	00	00	00	CM0&PY13 = 0	PURGED	
0000	00000	01	00	00	000	000	604	0703	B	4	01	2	0	00	000	00	00	00	00	00	00	CM0&PY13 = 0	PURGED	
0000	00000	01	00	00	000	000	607	0703	B	4	01	2	0	00	000	00	00	00	00	00	00	CM0&PY13 = 0	PURGED	

Appropriation File Carry Forward (Batch Type YU)

Appropriation File records are carried forward to the new year by the CFY045 program. This program performs the following:

Generated Transactions

The CSY045 process generates transactions to carry forward appropriation balances in the Appropriation File to the new year. Batch Type **YU** is assigned to each transaction. See Exhibits VI-7 through VI-10 for an explanation of how the AS Table Reversion Indicators affect the records carried forward in the Appropriation File Carry Forward process. The generated transactions posted to the Appropriation File should be reviewed by analyzing the B03, B04 and HB4 reports. Amounts are carried forward to the following columns on the B03 and B04, as described below, shown in the order displayed on the B03 Report. The number in parentheses (*n* or *nn*) refers to the field numbers shown on the B03 and B04 reports.

APPROPRIATION-BUDGET (1) - The following fields are summed to determine the amount that is carried forward (posted with TC 680) to the "Appropriation-Budget (1)" column ^{a/}.

<u>Report Field</u>	<u>Normal Balance</u>
Appropriation-Budget (1)	-
Revisions (2)	+ or -
Reserves (3)	+
Net-Transfers (4) ^{b/}	+ or -
Appropriation Advance (7)	+
Allocation-to-Units (8)	+
Allocation-From-Headquarters (9)	-
Expenditures (14)	+

^{a/} If there is an amount in the "Allocation-From-Headquarters (9)" column, TC 658 is generated instead of TC 680, and the sum of all fields listed above is posted to the "Allocation-From-Headquarters (9)" column.

^{b/} Both Operating Transfer-In and Operating Transfer-Out records are shown in the same AP Net Transfers (4) bucket. Operating Transfer-In records with Source codes beginning with 3XXXXX will not be carried forward to the new year. Operating Transfer-Out records will be carried forward into the new year with TC 680.

Remember that when the HB4 Report is requested using the PM option after YEC:

- ❖ The "Beginning Balance per AP File" row reflects the Net Appropriation after Prior Year has closed (includes the impact of year-end close);
- ❖ The "Ending Balance (History + AP File)" row includes system generated transaction codes that bring Net Appropriation forward. Therefore, 'HY + AP' is double the actual appropriation; and

NOTE: This system effect is due to the CMn file building process and only occurs in July.

- ❖ The "Ending Balance per AP File" row is correct.

REVISIONS (2) - Not posted. See Appropriation-Budget.

RESERVES (3) - Posted by TC 684. TC 680 also posts this amount to the "Appropriation-Budget (1)" column.

NET-TRANSFERS (4) - Not posted. See Appropriation-Budget.

REVERSION (5) -Not posted.

APPROPRIATION ADVANCE (7) - Not posted. See Appropriation-Budget.

ALLOCATION TO UNITS (8) - Not posted. See Appropriation-Budget.

ALLOCATION FROM HEADQUARTERS (9) - Not posted. See Appropriation-Budget.

ESTIMATED REIMBURSEMENTS (10) - The net sum of "Estimated Reimbursements (10)" and "Reimbursements Earned (11)" is carried forward and posted to "Estimated Reimbursements (10)" using TC 683. TC 683 does not post to the Operating File (e.g., Q25 Report).

ESTIMATED REVENUE (12) - Revenue balances are not carried forward except for Federal Trust Fund (Fund 0890). The net sum of "Estimated Revenue (12)" and "Revenue Earned (13)" is carried forward and posted using TC 686 to "Estimated Revenue (12)". TC 686 does not post to the Operating File (e.g., Q25 Report).

EARNED REIMBURSEMENTS (11) - Not posted. See "Estimated Reimbursements (10)".

EARNED REVENUE (13) - Not posted. See "Estimated Revenue (12)".

EXPENDITURES (14) - Not posted.

ENCUMBRANCES (15) - TC 671 posts the net sum of PY13 Encumbrances and Annual Allocated Encumbrances to the Start-of-Year Encumbrances field. TC 699 (generated by the DF Carry Forward program (CSY046)) posts the Encumbrances carry forward for the disbursing fund shown in the Document File.

OBLIGATIONS (16) - Not posted.

MONTHLY ALLOCATED ENCUMBRANCES (20) - Not posted.

ANNUAL ALLOCATED ENCUMBRANCES (33) - Not posted.

PENDING REVISIONS (6) - Posted by TC 681.

NET COST ALLOCATION (18) and **SCO PFA POSTED (19)** - If the amounts in these two columns are not equal at year-end, TC 702 and TC 703 are generated to carry forward these amounts forward and posts them to "Net Cost Allocation (18)" and "SCO PFA Posted (19)", respectively.

ADVANCES (17) - Posted by TC 701.

ACCRUED ABATEMENTS (32) - Posted by TC 722. Posts to the original FFY.
(**NOTE:** This field is labeled Accrued Payables (32) on the B04.)

UNREMITTED ABATEMENTS (23) - Posted by TC 716. Posts to the current FFY if continuous appropriation.

IN-TRANSIT ABATEMENTS (26) - Posted by TC 719. Posts to the original FFY.

ACCRUED REIMBURSEMENTS (21) - Posted by TC 714. Posts to the original FFY.

UNREMITTED REIMBURSEMENTS (24) - Posted by TC 717. Posts to the current FFY if continuous appropriation.

IN-TRANSIT REIMBURSEMENTS (27) - Posted by TC 720. Posts to the original FFY.

ACCRUED REVENUE (22) - Posted by TC 715. Posts to the original FFY.

UNREMITTED REVENUE (25) - Posted by TC 718. Posts to the current FFY if continuous appropriation.

IN-TRANSIT REVENUE (28) - Posted by TC 721. Posts to the original FFY.

The CSY045 program also generates the following transactions which are not reflected on the B03 and B04 reports:

TC 654 - YEC-Load New SOY Payables-AP/GL File (re-establishes the new start of year payable based on the sum of accrued reimbursements, accrued revenue, and accrued payables).

TC 704 - YEC-Reverse SOY Enc-AP File Only (repost prior year start of year encumbrances as a reversal in the SOY-Encumbrance field of the AP File).

TC 723 - YEC-Reverse PY SOY Payable-AP File Only (reverse prior year AP-SOY payable in the AP File).

TC 724 - YEC-Load SCO Budget-AP File Only (posts SCO Budget-PY 13 back into the AP File).

TC 725 - YEC-Load SCO Advances-AP File Only (posts SCO Advances-PY 13 back into the AP File).

TC 725 - YEC-Load SCO Expenditures-AP File Only (posts SCO Expenditures-PY 13 back into the AP File).

Other File Activity

If the record is for a reverting appropriation and there is an amount present in Advances field, that amount is rolled forward and all other financial fields are zeroed. If the amounts in the Net Cost Allocation and SCO PFA's Posted fields do not offset each other, these amounts are also rolled forward. Otherwise, the record is deleted and the message "Reverted" is issued.

Report

The transactions generated by this program are shown on the CSY045-1, Appropriation File Carry Forward Report (Exhibit VI-11). In addition, the following messages may appear on the report:

<u>Message</u>	<u>Meaning</u>
BAD APPN SYM	The Appropriation Symbol record was not found in the AS Table. The appropriation record was <u>deleted</u> from the AP file.
CALL HOTLINE	Current year activity was detected for a record set to revert. The appropriation record was <u>deleted</u> from the AP file. Call the Hotline for help.
CC DELETED	All appropriation control records established prior to the current FFY were <u>deleted</u> from the AP File.
CM0 ERR-AP REV	Current year activity was detected for a record set to revert. The appropriation record was <u>deleted</u> . (This message appears only on the CFY045-3 Report.)
CM0 & PY13=0 PURGE	The record was <u>deleted</u> because there was no current or prior year activities. All appropriation record amount fields contained zeros.
PY AMT ZEROED	Indicates a non-reverted record that was carried forward. The PY bucket was set to zero.
REVERTED	The record was <u>deleted</u> because the appropriation record reverted and the data was not related to any real account.

EXHIBIT VI-7

APPROPRIATION FILE CARRY FORWARD
WHEN AS TABLE REVERSION = 0

Reversion:

0 - Reversion does not apply

Situation:

Typically applies to Budget Act appropriations for support, local assistance and minor capital outlay that are available for encumbrance and expenditure in the first year and for liquidating encumbrances in the second and third years. Reversion indicator **0** also applies to any appropriation in the last year available for both encumbrance and expenditure (e.g., Capital Outlay appropriation in the third year).

Appropriation File
Carry Forward:

Accounts and their number that appear on the B03 and B04 reports are:

Appropriation-**Budget (1)** - Unexpended balance carries forward to the new accounting year. The records maintain their original FFY.

Appropriation **Pending Revision (6)** - Balance carries forward to the new accounting year. The records maintain their original FFY.

Appropriation **Reserves (3)** - Balance carries forward to the new accounting year. The records maintain their original FFY.

Encumbrances (15) - Unliquidated balance carries forward to the new accounting year. The records maintain their original FFY.

Cash-in-Transit (26, 27, 28) - Carries forward to the new accounting year. The records maintain their original FFY.

Unremitted Cash (23, 24, 25) - Carries forward to the new accounting year. The records maintain their original FFY.

Accrued Payables (32) - Carries forward to the new accounting year. The records maintain their original FFY.

Estimated Reimbursements (10) - The sum of 'Estimated Reimbursements' and 'Reimbursements Earned' carries forward to the new accounting year. The records maintain their original FFY.

EXHIBIT VI-8

APPROPRIATION FILE CARRY FORWARD
WHEN AS TABLE REVERSION = 1

Reversion:

1 - Reversion applies

Situation:

Any appropriation that reverts on June 30.

Appropriation File
Carry Forward:

Accounts and their number that appear on the B03 and B04 reports are:

Appropriation-**Budget (1)** - Nothing is carried forward.

Appropriation **Pending Revision (6)** - Not applicable. There should be no amounts remaining.

Appropriation **Reserves (3)** - Not applicable. There should be no amounts remaining.

Encumbrances (15) - Not applicable. All encumbrances must be liquidated.

Estimated Reimbursements (10) - Nothing is carried forward.

Comments:

For reverting appropriations, there should be no balances for Unremitted Cash, Cash-in-Transit, Payables, Encumbrances, Reserves, Advances or Pending Revision in the appropriation file. Any receivable must be reclassified to GL 1319 - Accounts Receivable-Other. The "Net Cost Allocation" and "SCO PFA Posted" columns must net to zero. If any real accounts (GL 1110-4700) remain, they are carried forward.

APPROPRIATION FILE CARRY FORWARD
WHEN AS TABLE REVERSION = 2

Reversion:

2 - Continuing Appropriation

Situation:

Typically includes appropriations that continue encumbrance and expenditure availability beyond the first year of availability (e.g., Capital Outlay).

Appropriation File
Carry Forward:

Accounts and their number that appear on the B03 and B04 reports are:

Appropriation-**Budget (1)** - Unexpended balance carries forward to the new accounting year. The existing FFY on the records changes to the new FFY. The carry forward transaction automatically posts to BudSeq **001**. A Budget Sequence Table must be present for the new year.

Appropriation **Pending Revision (6)** - Balance carries forward to the new accounting year.

Appropriation **Reserves (3)** - Balance carries forward to the new accounting year. The records maintain their original FFY.

Encumbrances (15) - Unliquidated balance carries forward to the new accounting year. The existing FFY on the records changes to the new FFY.

Cash-in-Transit (26, 27, 28) - Carries forward to the new accounting year. The records maintain their original FFY.

Unremitted Cash (23, 24, 25) - Carries forward to the new accounting year. The existing FFY on the records changes to the new FFY.

Accrued Payables (32) - Carries forward to the new accounting year. The records maintain their original FFY.

Estimated Reimbursements (10) - The sum of 'Estimated Reimbursements' and 'Reimbursements Earned' carries forward to the new accounting year. The existing FFY on the records changes to the new FFY.

EXHIBIT VI-10

APPROPRIATION FILE CARRY FORWARD
WHEN AS TABLE REVERSION = 9

Reversion:

9 - Continuing Appropriation

Situation:

Typically includes Statutory appropriations, which continue availability from year to year.

Appropriation File
Carry Forward:

Accounts and their number that appear on the B03 and B04 reports are:

Appropriation-**Budget (1)** - Unexpended balance carries forward to the new accounting year. The existing FFY on the records changes to the new FFY. The carry forward transaction automatically posts to BudSeq **001**. A Budget Sequence Table must be present for the new year.

Appropriation **Pending Revision (6)** - Balance carries forward to the new accounting year. The existing FFY on the records changes to the new FFY.

Appropriation **Reserves (3)** - Balance carries forward to the new accounting year. The records maintain their original FFY.

Encumbrances (15) - Unliquidated balance carries forward to the new accounting year. The existing FFY on the records changes to the new FFY.

Estimated Reimbursements (10) - The sum of 'Estimated Reimbursements' and 'Reimbursements Earned' carries forward to the new accounting year. The existing FFY on the records changes to the new FFY.

Cash-in-Transit (26, 27, 28) - Carries forward to the new accounting year. The records maintain their original FFY.

Unremitted Cash (23, 24, 25) - Carries forward to the new accounting year. The records maintain their original FFY.

Accrued Reimbursements (21) - Carries forward to the new accounting year. The records maintain their original FFY.

EXHIBIT VI-11

CSY045-1 *****
 08/21/2003 (18:18) *****

CALSTARS

DEPARTMENT OF AIR QUALITY
 APPROPRIATION FILE CARRY FORWARD

 REPORT

 ORG NUMBER: 9990
 ORG PAGE: 1
 RUN PAGE: 1

AGENCY ACTIVITY

TC	FFY	FM	INDEX	AS	FUND	FD	OD	TRANS	AMOUNT	REV	SOURCE	ADVANCE (CM0)	ADVANCE (CM1)	MESSAGE
XXX	XX	XX	XXXX	XXX	XXXX	XX	XXX	XXXXXXXXXXXXXXXXXXXX	X	XXXXXX				
SEC	AS	FFY	PG-EL-COM-TSK	REF	FUND	FD	CH	C-OBJ-OD	RV	ENACT	SOURCE	AT		
XX	XX	XX	XX XX XXX XXX XXX XXX XXX	XX	XXXX	XX	X	X XX XXX X	XX	XXXXXX	XX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
00	000	00	00 00 000 000 001 0240 00	1	0	00	000	00	000000	CC		0.00	0.00	CC DELETED
00	000	00	00 00 000 000 001 0298 00	1	0	00	000	00	000000	CC		0.00	0.00	CC DELETED
00	000	00	00 00 000 000 001 0299 00	1	0	00	000	00	000000	CC		0.00	0.00	CC DELETED
00	000	01	00 00 000 000 001 0240 00	1	0	00	000	01	000000	CC		0.00	0.00	CC DELETED
00	000	01	00 00 000 000 001 0298 00	1	0	00	000	01	000000	CC		0.00	0.00	PY AMT ZEROED
00	000	01	00 00 000 000 001 0299 00	1	0	00	000	01	000000	CC		0.00	0.00	CC DELETED
00	000	01	00 00 000 000 980 0240 00	1	0	00	000	01	000000	CC		0.00	0.00	CC DELETED
00	000	01	00 00 000 000 980 0298 00	1	0	00	000	01	000000	CC		0.00	0.00	CC DELETED
00	000	01	00 00 000 000 980 0299 00	1	0	00	000	01	000000	CC		0.00	0.00	CC DELETED
00	000	02	00 00 000 000 001 0240 00	1	0	00	000	02	000000	CC		0.00	0.00	PY AMT ZEROED
00	000	02	00 00 000 000 001 0298 00	1	0	00	000	02	000000	CC		0.00	0.00	PY AMT ZEROED

Document File Carry Forward (Batch Type YX)

Document File records are carried forward to the new year by the CFY046 program. This program performs the following:

Generated Transactions

This program generates TC 699 transactions to reestablish the balance of all prior year encumbrances in the Appropriation, Allotment, Operating and General Ledger Files. Batch Type **YX** is assigned to each transaction. If the AS Table Allotment Processing Indicator is **1**, a TC 696 is also generated to post the encumbrance amount as allotment authority.

Other File Activity

The Document File carry forward program also performs the following:

- ✧ For each Document File record, the amounts in the PY 13 fields are carried forward and added to the amounts in the current year fields (to the CM0 (CM), CM1 (PM) and CM2 (PPM) buckets as appropriate based on the month YEC occurs). The record is shown on the CSY046-1 Report with no message.
- ✧ Deletes all GL 6170-Obligations records. All Obligations amounts should have been accrued at year-end. The record is shown on the CSY046-1 Report with the message "Purged GL 6170".
- ✧ Deletes all GL 6150-Encumbrances records where the AS Table Reversion Indicator = **1**. The record is shown on the CSY046-1 Report with the message "Reverted Appn".
- ✧ If the *new year* OC Table ORF FFY Indicator is set to **C**, ORF documents (Fund 0998) are incremented to the new FFY/EY. This is performed by an internal program rather than by the generation of accounting transactions. Refer to the *Set ORF, Uncleared Collections, and Allotment File Processing Indicators* section near the beginning of this chapter. The record is shown on the CSY046-1 Report with no message.
- ✧ If the *new year* OC Table Uncleared Collections FFY Indicator is set to **C**, Uncleared Collections documents (GL 3730) are incremented to the new FFY/EY. This is performed by an internal program rather than by the generation of accounting transactions. Refer to the *Set ORF, Uncleared Collections, and Allotment File Processing Indicators* section near the beginning of this chapter. The record is shown on the CSY046-1 Report with no message.

Report

The CSY046-1, Encumbrance Carry Forward Report (Exhibit VI-12), shows:

- ✧ Transactions generated carry forward encumbrances in the Appropriation, Allotment, Operating and General Ledger Files;
- ✧ ORF and Uncleared Collections documents incremented to the new FFY/EY; and
- ✧ Records with messages as described below.

<u>Message</u>	<u>Meaning</u>
AMOUNTS ALL0	The DF record was deleted because all CM0 and PY13 amount fields were zero.
BAD APPN SYM	The encumbrance DF record contained an Appropriation Symbol code not found in the AS Table. The DF record was <u>deleted</u> .
BAD PCA-NO	The PCA shown on the encumbrance DF record was not found in the PCA Table. The transaction was created using this PCA and funding information but the transaction posted to the Error Suspense File.
REVERTED APPN	The encumbrance DF record relates to a reverted appropriation and was <u>deleted</u> .
PURGED GL 6170	Prior year DF records relating to Obligations were <u>deleted</u> . All Obligations amounts should have been accrued at year-end.
FFY NOT ROLLED	DF records are reestablished with the new FFY when the Fund is 0998 and the OC Table ORF FFY = C ; or when the GL is 3730 and OC Table UNCLEARED COLLECTIONS FFY = C . However, if the Document Number/Suffix already exists in the new FFY, the old FFY document is not rolled to the new FFY.

EXHIBIT VI-12

CSY046-1 *****
 08/21/2003 (18:18) *****

DEPARTMENT OF AIR QUALITY
 ENCUMBRANCE CARRY FORWARD

 REPORT

ORG NUMBER: 9990
 ORG PAGE: 1
 RUN PAGE: 1

AGENCY ACTIVITY

SEC	AS	FFY	PG-EL-COM-TSK	REF	FND-FS-M-FD	CH	C-OBJ-OD	GLA	DOC-NO/SFX	RV	DOCUMENT (CM0)	ADJUSTMENT (CM0)	MESSAGE		
XX	XX	XX	XX XX XXX XXX	XXX XXXX X X XX X X XX XXX	XXXX XXXX X X XX X X XX XXX	XXXX XXXX X X XX X X XX XXX	XXXX XXXX X X XX X X XX XXX	XXXX XXXX X X XX X X XX XXX	XXXX XXXX X X XX X X XX XXX	XXXX XXXX X X XX X X XX XXX	XXXX XXXX X X XX X X XX XXX	XXXX XXXX X X XX X X XX XXX	XXXX XXXX X X XX X X XX XXX		
LIQUIDATION (CM0) COLLECT/PAY (CM0) RETENTION (CM0) MESSAGE															
XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX															
TC	FFY	FM	INDEX	AS	FND-FS-M-FD	OD	PCA-NO	AO	PROJ-NO	WP	LOC	MULTI PURP	VENDOR NO/SUF	TRANS AMOUNT	REV
XXX	XX	XX	XXXX	XXX XXXX X X XX XXX	XXXX XXXX X X XX XXX	XXXX XXXX X X XX XXX	XXXX XXXX X X XX XXX	XXXX XXXX X X XX XXX	XXXX XXXX X X XX XXX	XXXX XXXX X X XX XXX	XXXX XXXX X X XX XXX	XXXX XXXX X X XX XXX	XXXX XXXX X X XX XXX	XXXX XXXX X X XX XXX	XXXX XXXX X X XX XXX
00	000	03	00 00 000 000	000 0998 0 0 00 0 0 00 000	1190	LOAD1190 00	300.00	0.00							
						0.00	0.00	0.00							
00	000	02	00 00 000 000	000 0998 0 0 00 0 0 00 000	1400	0004-030 00	2,186.70	0.00	FFY NOT ROLLED						
						0.00	0.00	0.00							
00	000	03	00 00 000 000	000 0998 0 0 00 0 0 00 000	1400	0071-020 00	35,373.96	0.00							
						35,373.96-	35,373.96-	0.00							
00	000	03	00 00 000 000	000 0998 0 0 00 0 0 00 000	1400	0073-020 00	37,285.32	0.00							
						37,285.32-	37,285.32-	0.00							
00	000	03	00 00 000 000	000 0998 0 0 00 0 0 00 000	1400	0075-020 00	45,813.72	0.00							

Move Encumbrances Of Continuing Appropriations To New FFY (Batch Type YZ)

All encumbrances of continuing appropriations are reported as expenditures at year-end. For ease of accounting, CALSTARS moves encumbrances of continuing appropriations to the current FFY. Encumbrances are automatically moved to the new FFY by the CSY050 and CSY051 programs as follows:

Generated Transactions

CSY050 – Liquidate Prior Year Encumbrance

For all records with a Reversion Indicator of **2** or **9**, the CSY050 program generates TC 212 or 213 transactions to close encumbrance documents in the old fiscal year. All of these transactions post with Batch Type **YZ**. The Current Document Number for these transactions is **CSY050DF-00** and the Reference Document Number is the liquidated document's Document Number.

CSY051 – Rolls Encumbrances To New FFY

For all records with a Reversion Indicator of **2** or **9**, the CSY051 program generates TC 211, 212 or 213, 210 and/or TC 381 transactions to open the encumbrance documents in the new fiscal year. All of these transactions post with Batch Type **YZ**. The Current Document Number for these transactions is the original Document File Document Number and the Reference Document Number is **CSY051DF-00**.

Other File Activity

For records with Appropriation Symbols that are no longer in the AS Table, no transactions are generated. These records are printed on the CSY050-1 and CSY051-1 reports with the message "Bad Appn Sym".

Reports

The transactions generated by these programs are shown on the CSY050-1, Continuing Approp. Close Enc. In Old Year At Yec Report (Exhibit VI-13), and the CSY051-1, Continuing Approp. Repost Enc In New Year At Yec (Exhibit VI-13). In addition, the following messages may appear on the report:

<u>Message</u>	<u>Meaning</u>
BAD APPN SYM	The Appropriation Symbol on the encumbrance document is not in the old fiscal year's AS Table. Departments must re-establish AS Table records for all documents without a valid Appropriation Symbol. If the re-established Appropriation Symbol has a Reversion

Indicator of **2** or **9**, departments must manually carry forward Document File records using the transaction codes described above. If the re-established Appropriation Symbol is not **2** or **9**, no further action is required.

BAD PCA-NO

The PCA code of the encumbrance document is not in the Program Cost Account Table. However, the transaction is still created using the PCA and funding information from the Document File. This transaction posts to the Error Suspense File and requires correction.

ABNORM SIGN AMT

This message appears only on the CSY051-1 Report when the amount in the Payments/Collections field is positive (normal balance is negative). This message is for information only. The transaction (TC 381) is still created and posted. Since this is an abnormal balance, the cause should be researched.

EXHIBIT VI-13

CSY050-1 ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
 CALSTARS CONTINUING APPROP. CLOSE ENC. IN OLD YEAR AT YEC REPORT ORG PAGE: 1
 08/21/2003 (18:18) ***** RUN PAGE: 2

AGENCY ACTIVITY

SEC	AS	FFY	PG-EL-COM-TSK	REF	FUND-FS-M-FD	CH	C-OBJ-OD	GLA	DOC-NO/SFX	IFD	DOCUMENT (CM0)	ADJUSTMENT (CM0)	MESSAGE
XX	XXX	XX	XX XX XXX XXX	XXX XXXX	X X XX	X	X XX XXX XXXX	XXXXXXX XX XX XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
LIQUIDATION (CM0) COLLECT/PAY (CM0) RETENTION (CM0) MESSAGE													
XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXX													
TC	FFY	FM	INDEX	AS	FUND-FS-M-FD	OD	PCA	AO	PROJ	WP	LOC	MULTI PURP	VENDOR NO/SUF TRANS AMOUNT
XXX	XX	XX	XXXX	XXX XXXX	X X XX XXX	XXXXX XX XXXXXX	XX XXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX
00	020	02	10 00 000 000	101 0419	B 2 00	2 0 00 000 6150	C0002724	00			305,543.00		.00
					.00	.00					.00		
213	02	01	0550			702 19881 01					WR00000021	00	305,543.00
00	020	02	10 00 000 000	101 0419	B 2 00	2 0 00 000 6150	17055500	00			417,065.00		.00
					405,567.00-	405,567.00-					.00		
213	02	01	0550			731 19881 01					BD00000362	00	11,498.00
00	022	02	10 00 000 000	101 6013	B 2 00	2 0 00 000 6150	C0002185	00			911,000.00		.00
					.00	.00					.00		
213	02	01	0550			702 19806 01					CNT0000402	00	911,000.00

CSY051-1 ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
 CALSTARS CONTINUING APPROP. REPOST ENC IN NEW YEAR AT YEC REPORT ORG PAGE: 1
 08/21/2003 (18:18) ***** RUN PAGE: 2

AGENCY ACTIVITY

SEC	AS	FFY	PG-EL-COM-TSK	REF	FUND-FS-M-FD	CH	C-OBJ-OD	GLA	DOC-NO/SFX	IFD	DOCUMENT (CM0)	ADJUSTMENT (CM0)	MESSAGE
XX	XXX	XX	XX XX XXX XXX	XXX XXXX	X X XX	X	X XX XXX XXXX	XXXXXXX XX XX XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
LIQUIDATION (CM0) COLLECT/PAY (CM0) RETENTION (CM0) MESSAGE													
XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXX													
TC	FFY	FM	INDEX	AS	FUND-FS-M-FD	OD	PCA	AO	PROJ	WP	LOC	MULTI PURP	VENDOR NO/SUF TRANS AMOUNT
XXX	XX	XX	XXXX	XXX XXXX	X X XX XXX	XXXXX XX XXXXXX	XX XXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX
00	020	02	10 00 000 000	101 0419	B 2 00	2 0 00 000 6150	C0002724	00			305,543.00		.00
					.00	.00					.00		
211	03	01	0550			702 19881 01					WR00000021	00	305,543.00
00	020	02	10 00 000 000	101 0419	B 2 00	2 0 00 000 6150	17055500	00			417,065.00		.00
					405,567.00-	405,567.00-					.00		
211	03	01	0550			731 19881 01					BD00000362	00	417,065.00
210	03	01	0550			731 19881 01					BD00000362	00	405,567.00
381	03	01	0550			731 19881 01					BD00000362	00	405,567.00

Cash Control File Carry Forward (Batch Type YO)

Cash Control File records are carried forward to the new year by the CFY052 program. This program performs the following:

Generated Transactions

This process generates the transactions to bring forward the balances within the Cash Control (CC) File. Batch Type **YO** is assigned to each transaction. The generated transactions are:

- TC 662 - Reload the cash balance at the level of the SCO 44 account cash for Fund 0890, or reload the available cash balance for non-Federal funds.
- TC 663 - Reload the total unexpended appropriation cash of Fund 0890.
- TC 664 - Reload the ending SMIF balance into the current FFY.

These transactions are not generated if the D22 Descriptor Table Shared Fund Indicator = **S**.

Other File Activity

All activity from this program results from the system generated transactions described above. If the program is unable to generate a transaction due to one of the causes shown below, a message is displayed on the CSY052-1 Report.

Report

The transactions generated by this program are shown on the CSY052-1, Cash Control File Carry Forward Report (Exhibit VI-14) . In addition, the following messages may appear on the report:

<u>Message</u>	<u>Meaning</u>
FUND INACTIVE - PURGED	A Cash Control record was encountered with no current year activity and a prior year balance of zero. The record was <u>deleted</u> from the Cash Control File.
FUND INDICATOR INVALID - PURGED	The D22 Descriptor Table did not contain a valid Shared Fund Indicator for the fund. The record was <u>deleted</u> from the Cash Control File.
INVALID FUND - PURGED	The fund was not found on the D22 Descriptor Table. The record was <u>deleted</u> from the Cash Control File.

EXHIBIT VI-14

CSY052-1 *****
 CALSTARS
 08/21/2003 (18:18) *****

DEPARTMENT OF AIR QUALITY
 CASH CONTROL FILE CARRY FORWARD
 REPORT

 ORG NUMBER: 9990
 ORG PAGE: 1
 RUN PAGE: 1

AGENCY ACTIVITY

SECT	FUND	FUND-DETAIL	FED-CAT-NO	PROJECT	WP	TRANS-CODE	REV	TRANS-AMT	MESSAGE
XX	XXXX	XX	XXXXXXXX	XXXXXX	XX	XXX	X	ZZ,ZZZ,ZZZ,ZZ9.99	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
00	0298					662	R	91,466.80	
00	0298					664		4,425,000.00	
00	0299					662		408.90	
00	0299					664		1,400,000.00	
00	0998					662		162,641.96	

Operating File Carry Forward

Operating File records are carried forward to the new year by the CFY056 program. This program performs the following:

Generated Transactions

No transactions are generated by this process.

Other File Activity

Operating (OP) File balances from the prior year are carried forward to the current year as follows:

<u>Prior Year</u>		<u>Current Year</u>
CURRENT-BAL-PY13	MOVED TO	CURRENT-MONTH-PY13
CURRENT-BAL-PY13	ADDED TO	PRIOR-YEAR-BAL (PY1)
PRIOR-YEAR-BAL (PY1)	ADDED TO	PRIOR-YEAR-BAL (PY1) ^{a/}

^{a/} This step is not performed if the GL is 6150, 6151 or 6160.

This process is performed by an internal program rather than by the generation of transactions. The prior year records are purged from the OP File after the process is complete.

If the program is unable to carry forward a record due to one of the causes shown below, a message is displayed on the CFY056-1 Report.

Report

The records carried forward by this program are shown on the CSY056-1, Operating File Purge Merge Report (Exhibit VI-15) . The control key is defined in Exhibit VI-16. In addition, the following messages may appear on the report. The MSG codes and their messages are shown in the report header.

<u>Message</u>	<u>Meaning</u>
1= ZERO BAL PURGED	Any OP File record that contained zero balances for all prior years was <u>deleted</u> .
2= NO AS APPN SYM	An OP File record was found with no matching Appropriation Symbol in the AS Table. The OP File record was <u>deleted</u> .
3= GL6170 PURGED	All prior year OP File records related to Obligations were <u>deleted</u> . All Obligations should have been accrued at year end.
4= BAD TRANS YEAR	An OP File record with a Transaction Year older than the prior fiscal year was found. The OP File record was <u>deleted</u> .

5= REVER 1 PURGED

An OP File record relating to a reverted appropriation was found. The OP File record was deleted.

6= REVER 3 PURGED

An OP File record was found relating to a reverted appropriation where the Fund was not 0890. The OP File record was deleted.

```

CFY056-1 *****
                                DEPARTMENT OF AIR QUALITY
                                CALSTARS  O P E R A T I N G   F I L E   P U R G E   M E R G E  R E P O R T
08/21/03 (18.18) *****
                                AGENCY ACTIVITY
-----
1= ZERO BAL PURGED      2= NO AS APPN SYM      3= GL6170 PURGED      4= BAD TRANS YEAR      5= REVER 1 PURGED      6= REVER 3 PURGED
-----
<-----CONTROL KEY-----> MSG
99906150D1000100000000000000002980000D2000900900100000010010000000900014000000000000031120601200200000000200220020000000000000 1
99906150D1000100000000000000002980000D2000900900100000010010000000900014000000000000031123800200200000000200220020000000000000 1
99906150D1000100000000000000002980000D2000900900100000010010000000900014000000000000031123801200200000000200220020000000000000 1
99906150D1000100000000000000002980000D2000900900100000010010000000900014000000000000031325700200200000000200220020000000000000 1
99906150D1000100000000000000002980000D2000900900100000010010000000900014000000000000031325702200200000000200220020000000000000 1
99906150D1000100000000000000002980000D2000900900100000010010000000900014000000000000032943601200200000000200220020000000000000 1
99906150D2000200000000000000002980000D2000900900100000010010000000900014000000000000031120601200200000000200220020000000000000 1
99906150D2000200000000000000002980000D2000900900100000010010000000900014000000000000031122301200200000000200220020000000000000 1
99906150D2000200000000000000002980000D2000900900100000010010000000900014000000000000031122702200200000000200220020000000000000 1
99906150D2000200000000000000002980000D2000900900100000010010000000900014000000000000031123800200200000000200220020000000000000 1
99906150D2000200000000000000002980000D2000900900100000010010000000900014000000000000031123801200200000000200220020000000000000 1

```

EXHIBIT VI-16

OPERATING FILE CONTROL KEY

<u>FIELD NAME</u>	<u>START</u>	<u>LENGTH</u>
ORG-CODE	1	4
GL-ACCT-NO	5	4
D-I-TRANS-IND	9	1
INDEX	10	4
SECTION	14	2
SUB-SECTION	16	2
UNIT	18	2
SUB-UNIT	20	2
SUB-SUB-UNIT	22	2
LOCATION	24	6
FUND4	30	4
SUB-FUND4	34	4
FUND-SOURCE	38	1
METHOD	39	1
FUND-DETAIL-1	40	1
FUND-DETAIL	41	2
APPN-SYM	43	3
PROG	46	2
ELEM	48	2
COMPONENT	50	3
TASK	53	3
CHAR	56	1
REFERENCE	57	3
SEQUENCE	60	2
PCA-LEVEL-1	62	5
PCA-NO	67	5
PCA-TYPE	72	1
PCA-ACTIVITY	73	4
PROJ-TYPE	77	1
PROJ-NO	78	6
WORK-PHASE	84	2
CATEGORY	86	1
OBJECT	87	2
OBJ-DETAIL	89	3
AGCY-OBJ	92	2
ENACT-YR4	94	4
SOURCE	98	6
AGCY-SOURCE	104	2
FFY4	106	4
TRANS-YR4	110	4
MULTI-PURPOSE-CODE	114	12
CFIS-GL-ACCT-NO	126	4

Subsidiary File Carry Forward

Subsidiary File records are carried forward to the new year by the CFY049 program. This program performs the following:

Generated Transactions

No transactions are generated by this process.

Other File Activity

During the YEC process, prior year ending balances in the Subsidiary File (SF) are summed and carried forward to the beginning balances for the current year. This process is performed by an internal program rather than by the generation of accounting transactions. The prior year records are purged from the SF File after the process is completed.

If the program is unable to carry forward a record due to one of the causes shown below, a message is displayed on the CFY056-1 Report.

Report

The records carried forward by this program are shown on the CFY049-1, Subsidiary File Carry Forward Report (Exhibit VI-17). In addition, the following messages may appear on the report:

<u>Message</u>	<u>Meaning</u>
DEL-BALANCE = ZERO	The sum of the Beginning Balance, Adjustment Amount, Increase, and Decrease was equal to zero. The record was <u>deleted</u> from the SF File.
DEL-SF HAS NEW YEAR	The prior year balance was rolled forward and added to the current year activity. The prior year record was <u>deleted</u> from the SF File.
DEL-SF YR < SM PFY	A SF File record was encountered that was older than the prior year. The record was <u>deleted</u> from the SF File.
DEL-SF FOR BUDGET GL	Subsidiary records against budgetary GL's are deleted. This aligns the SF File with the GL File, which deletes Budgetary during the year-end process.
DEL-SF FOR NOMINL GL	Subsidiary records against nominal GL's are deleted. This aligns the SF File with the GL File, which closes all nominal accounts into Fund Balance during the year-end process.
RECORD ADDED	A record was created for the new Transaction Year in the Subsidiary File. The prior year balance was established in the Beginning-Balance field of the new record.
RECORD UPDATED	A matching current year SF File record was found. The prior year balance was established in the Beginning-Balance field of the matching record.

EXHIBIT VI-17

CFY049-1 *****
 08/21/03 (18.18) *****
 CALSTARS S U B S I D I A R Y FILE CARRY FORWARD REPORT
 DEPARTMENT OF AIR QUALITY
 ***** ORG NUMBER: 9990
 ORG PAGE: 1
 RUN PAGE: 1

----- AGENCY ACTIVITY -----

SECT XX	TRANS-YR XX	FUND XXXX	FUND-DET XX	PROJECT XXXXXX	GLA XXXX	SUBS-ACCT-NO XXXXXXXX	BEGINNING-BALANCE ZZZ,ZZZ,ZZZ,ZZZ.ZZ	MESSAGE XXXXXXXXXXXXXXXXXXXX
00	02	0001	00	000000	9811	02980000		DEL-SF FOR NOMINL GL
00	02	0001	00	000000	9811	02990000		DEL-SF FOR NOMINL GL
00	02	0240	00	000000	1400	02980000	.00	DEL-BALANCE = ZERO
00	03	0240	00	000000	1400	06810000	3,348.27	RECORD UPDATED
00	02	0240	00	000000	1400	06810000	3,348.27	DEL-SF HAS NEW YEAR
00	03	0240	00	000000	3110	02980000	52,987.45-	RECORD ADDED
00	02	0240	00	000000	3110	02980000	52,987.45-	DEL-SF HAS NEW YEAR
00	02	0298	00	000000	1400	00010000	.00	DEL-BALANCE = ZERO
00	03	0298	00	000000	1400	02400000	52,987.45	RECORD ADDED
00	02	0298	00	000000	1400	02400000	52,987.45	DEL-SF HAS NEW YEAR
00	03	0298	00	000000	1400	02980000	1,998,500.45	RECORD ADDED
00	02	0298	00	000000	1400	02980000	1,998,500.45	DEL-SF HAS NEW YEAR

Grant Project File Purge

Project Control records are purged from the Grant Project File during the YEC process if the Project Number/Work Phase Table record was deleted prior to YEC. Only one transaction message (**PC NO MATCH - GP REC DELETED**) is generated during the CFY054 process. The Key to the Grant Project File records that are deleted are printed on the CFY054-1, CALSTARS Year-end Close Grant Project Purge Process Report. (An example of the output is not shown.)

Verification of the YEC Process

After completing the YEC process, the following two checks must be completed:

- ❖ The Error Suspense File must be reviewed to ensure that no closing transactions were rejected. For example, Errors may occur if: General Ledgers are maintained by project and the project has been deleted from the PC Table; established Section General Ledger levels are inconsistent; etc. ***The YEO process cannot begin (due to system edits) if transactions from YEC are on the Error Suspense File.***
- ❖ After all YEC transactions have successfully posted, departments must request a G01 (PY option). Ensure that the nominal accounts (GLs 8000-9999) are closed and have ending balances of **0.00**. If all nominal accounts are closed, the department may proceed with YEO.

AUTOMATED YEAR-END OPEN PROCESS

YEO (open the new year) is the second step of the process. It generates transactions that create opening balances in the General Ledger File and reverses FM 13 adjusting entries if the automated reversal option was selected at input.

Automated Reversal of FM 13 Adjusting Entries Batches During YEO

During YEO, batches that were previously input to Fiscal Month 13 and coded according to the Automated Accrual Reversal Process requirements discussed in Chapter II, section *Use of Fiscal Month for Year-end Adjustments*, are automatically reversed. These batches were recorded in the Year-end Adjustments (YA) File as they were entered. CALSTARS selects ALL transactions from the YA File for reversal.

NOTE: Reversal of transactions inappropriately included in automatic reversal batches may result in errors that require correction or additional adjusting transactions. A PY Y01 report (See Chapter II, Exhibit II-3) may be useful to identify inappropriate transactions.

The following changes are made to each transaction when they are assembled into the reversing batches:

- ✧ Batch Date is changed to the current processing date;
- ✧ Batch Type is changed to **AN**;
- ✧ Batch Number is changed to **001** and is incremented by one for each original batch/processing date combination;

NOTE: If the batch posted over two days, the reversal process creates two batches sequenced in processing date order.

- ✧ The Reverse Code field is changed to its opposite value:
 - **blank** becomes **R**, and
 - **R** becomes **blank**;
- ✧ Fiscal Month is changed as follows:
 - If the current FM is **01** (July), the FM is set to the current FM;
OR
 - If the prior FM is closed (OC Table Prior Month Open Indicator is **C**, **N** or **T**), the FM is set to the current FM;
OR
 - If neither condition applies, the FM is set to the prior FM.

The CFY061-1, Batched FM13 Accruals for Reversal Report (Exhibit VI-18), is produced when the transactions from the YA File are assembled into reversing batches. It displays the reversal batches which will be processed in the next regular batch processing cycle. The last page of the report contains the counts for number of transactions and batches. These counts should be used when performing the daily system reconciliation.

Important Considerations

Monthly Cost Allocation and Fund Split Considerations

The reversal of all transactions in the YA File occurs during the YEO process. YEO is independent of the monthly cost allocation/fund split (CA/FS) cycle;

EXHIBIT VI-18

CFY061-1 *****
 CALSTARS DEPARTMENT OF AIR QUALITY *****
 08/20/01 (18.34) *****
 CALSTARS BATCHED FM13 ACCRUALS FOR REVERSAL REPORT

ORG NUMBER: 9990
 ORG PAGE: 1
 RUN PAGE: 1

TRANS ID	FFY	FUND	FD	DOCUMENT NUMBER	GLAN	TRANS CODE	REV	FM	INDEX	OBJ/AGCY	PCA	TRANSACTION AMOUNT
0108070N0010000010	97	0001	00	OCA63837 01		517	R	02			10050	15,777.00
0108070N0010000020	97	0001	00	OCA63837 02	3210	519	R	02	1000		10050	6,320.00
* BATCH ID: 0108070N001 BATCH COUNT: 2 BATCH AMOUNT: 22,097.00												
0108070N0020000010	98	0001	00	A1-ENTRY 00		530	R	02				245.82
0108070N0020000020	98	0001	00	A2-ENTRY 00		532	R	02				3,712.50
0108070N0020000030	98	0001	00	A10ENTRY 00		585	R	02			10050	1,822.50
* BATCH ID: 0108070N002 BATCH COUNT: 3 BATCH AMOUNT: 5,780.82												
TOTAL TRANS COUNT/AMT:										5	27,877.82	
TOTAL BATCH HEADERS:										2		

however, if a department is using the automated reversal process and has transactions that post to GL 9000-Expenditures, CA/FS may be required.

WARNING: *If CA/FS has already run for the Prior Month, automated reversal transactions must be directed to post to the Current Month. This is to insure that the generated reversal transactions from the YA File are available for CA/FS the next time it is run.*

The YEC process sets the OC Table Prior Month Open Indicator to **Y**. If nothing is done, YEO (and the YA File, by default) posts to the Prior Month. To insure that the YA File posts to the Current Month, set the OC Table Prior Month Open Indicator to **T** (preferred) or **N** after running YEC and before running YEO. See the chart below for further clarification:

SUMMARY OF POSTING SITUATIONS	
SITUATION	ACTION
YA File and YEO run before monthly CA/FS	None. Automated reversal entries and YEO transactions will post to the <u>prior month</u> and be available for monthly CA/FS (i.e., the prior month's closing).
YA File and YEO run after monthly CA/FS	Set OC Table Prior Month Open Indicator to T or N . Automated reversal entries (batch type AN) will post in the current month. YEO entries (batch type YS) will be created as prior month entries and will appear on the error file because the prior month is closed. The department has 2 options to clear the YEO entries from the error file: 1) enter error correction transaction to change the fiscal month to current month; or 2) set the OC Table Prior Month Open Indicator to Y (this option is not available if Prior Month Open Indicator is N).

All transactions posted to the YA File will be reversed

The automated adjusting entry reversal process does not evaluate transactions to determine if they should be reversed. Departments must review the reports described in the sections above to insure that only appropriate transactions have posted to the YA File.

YA File Purged on May 1st

In preparation for the next year-end close process, all transactions remaining in the YA File on May 1st will be purged. Transactions are removed from the YA File when they are put in reversal batches during the YEO process. Since most departments run YEO long before May, the YA File will usually be empty by May 1st.

IMPORTANT: If a department has not run the YEO process by May 1st, any transactions in the YA File will be lost. Reversing transactions will then require manual input.

HY File Purge

Online HY activity for the prior-prior-prior fiscal year is purged as part of the YEO process. For additional information on the History File, refer to Volume 1, Chapter VII.

Open General Ledger (Batch Type YS)

When the *new year* OC Table Run YEC Indicator is set to **E** the CFY060-1, Year-end Open Verification Report, is issued. This one-page report contains one of two messages:

NEW YEAR OPEN WILL BE PROCESSED FOR YOUR ORGANIZATION

This message indicates the OC Table Run YEC Indicator **E** setting was accepted and the transactions generated from the process should be posted in the next system update;

OR

NEW YEAR OPEN PROCESS DID NOT RUN BECAUSE OF YEAR-END CLOSE ENTRIES ON THE ERROR FILE

YEO cannot begin if errors from YEC are on the Error Suspense File. If the new OC Table Run YEC Indicator is set to **E**, the CFY060-1 Report will be issued daily until YEC errors are cleared. Once corrections are made and successfully processed, the YEO process will start with no further action by the department.

NOTE: The YEO process will not start until the following day after the errors are cleared.

CALSTARS generates transactions to bring forward beginning general ledger balances:

TC 691 - YEC-To Load New Year **Debit Balance** - General Ledger File

TC 692 - YEC-To Load New Year **Credit Balance** - General Ledger File

The CFY048-1, General Ledger Open Report (Exhibit VI-19), shows the transactions that were generated to load beginning general ledger balances.

EXHIBIT VI-19

CFY048-1 *****
 CALSTARS DEPARTMENT OF AIR QUALITY *****
 08/20/03 (18.15) *****
 REPORT

ORG NUMBER: 0990
 ORG PAGE: 1
 RUN PAGE: 1

AGENCY ACTIVITY

SECTION	TRAN	YR	FUND	FD	GAAP	PROJECT	GL-TRAN	ACCT	NO	DR-CR	CURR BAL PY13	START-OF-YR	MESSAGE
XX	XX	XXXX	XX	X	XXXXXX	XXX	XXXX	X	ZZ,ZZZ,ZZZ,ZZZ.99-	ZZ,ZZZ,ZZZ,ZZZ.99-	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
TC	FFY	FM	INDEX	AS	FUND-FS-M-FD	OD	GL-ACCT	AO	PROJ-NO	WP	LOC	VENDOR NO/SUF	TRANS AMOUNT
XXX	XX	XX	XXXX	XXX	XXXX	X X XX	XXX	XXXX	XX	XXXXXX	XX	XXXXXXXXXX	ZZ,ZZZ,ZZZ,ZZZ.99
00	02	0001	00	0	000000	483	1140	D			59,000,000.00	.00	GL DETAIL REC PURGED
00	02	0001	00	0	000000	501	1140	C			59,000,000.00-	.00	GL DETAIL REC PURGED
00	02	0001	00	0	000000	501	5570	D			59,000,000.00	.00	GL DETAIL REC PURGED
00	02	0001	00	0	000000	502	5570	C			59,000,000.00-	.00	GL DETAIL REC PURGED
00	02	0001	00	0	000000	483	9811	C			59,000,000.00-	.00	CLOSE TYPE=2 PURGED
00	02	0001	00	0	000000	502	9811	D			59,000,000.00	.00	CLOSE TYPE=2 PURGED
00	02	0448	00	0	000000	101	1110	D			54,362.00	.00	GL DETAIL REC PURGED
00	02	0448	00	0	000000	102	1110	D			4,541.50	.00	GL DETAIL REC PURGED
00	02	0448	00	0	000000	108	1110	D			180.00	.00	GL DETAIL REC PURGED
00	02	0448	00	0	000000	171	1110	C			149,867.00-	.00	GL DETAIL REC PURGED

Listed below are the generated transaction messages that may be found on the CFY048-1 Report and their meanings:

<u>Message</u>	<u>Meaning</u>
CLOSE TYPE=0 PURGED	Prior year budgetary records are <u>deleted</u> from the GL File during YEO.
CLOSE TYPE=2 PURGED	The GL "Nominal Accounts" were closed into Fund Balance and are <u>deleted</u> .
GL DETAIL REC PURGED	The prior year GL "Real Account" record was <u>deleted</u> after the ending balance was <u>reestablished</u> in the new fiscal year.
PRIOR YR REC PURGED	A GL record was encountered that was older than the year being closed. The record was <u>deleted</u> from the GL File.

If Project General Ledgers are used, a lookup of the Work Phase is performed that matches the Project number in the GL File. When a PC Table record is not found, Work Phase cannot be applied and therefore posts to the Error Suspense File. If the department no longer maintains Project General Ledgers, deleting the Project from the transaction through error correction allows the entry to post.

Completion of YEO Process

After the YEO process is run, CALSTARS automatically sets the OC Table Run YEC Indicator to **X**, indicating the completion of YEC/YEO. The OC Table Prior Year Open Indicator is also automatically set to **N**.

Verify the beginning balances carried forward by comparing the FM=PY G01 Report (requested after YEC but before YEO) to a CM G01 Report requested (after YEO) with a Report Period Option of **Y**. Verify that the ending balance on the PY G01 Report agrees with the beginning balance on the CM G01 Report for the Real Accounts (i.e., the cash, receivable and payable accounts). The balance brought forward for GL 6150, Encumbrances, should be verified in the same manner.

AUTOMATED REPORTS GENERATED FROM YEC AND YEO

Many one-time reports are generated as a result of the year-end closing and opening processes. All of these reports must be carefully labeled and filed to maintain a complete record for audit purposes.